

2010 FY Formula Grant Funds

This is not an application for American Recovery and
Reinvestment Act Funds

2010 BYRNE JUSTICE ASSISTANCE GRANT (JAG) DRUG AND VIOLENT CRIME CONTROL APPLICATION KIT

**Applications are due in the Crime Commission Office by 5:00 p.m.
CDT on April 29th, 2010.**

(NO EXCEPTIONS)

**One original and 13 copies of the completed grant application are due in the
Crime Commission office by 5:00 p.m. CDT on April 29th, 2010.**

No late or faxed copies will be accepted.

Please read the application kit thoroughly

If you have questions, contact:

Jennifer Kirkpatrick
Nebraska Crime Commission
301 Centennial Mall South
P.O. Box 94946
Lincoln, Nebraska 68509
(402) 471-3687
Email: Jennifer.Kirkpatrick@nebraska.gov

In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352)

DRUG AND VIOLENT CRIME CONTROL APPLICATION KIT INSTRUCTIONS

Status of JAG Funds:

At this time there has been no official information received at the federal level on the actual award amount our state is to receive for 2010. There may be a delay experienced due to the federal offices working with the stimulus funds. This may be similar to the delays experienced with the FY 2009 formula grant funds. Due to the timeframe being prolonged at the federal level the Nebraska Crime Commission will need to proceed with the application process to aim to keep the grant award on time. This is being done for the following reasons: 1) to allow you adequate amount of time to prepare the grant application and 2) to maintain the grant award process schedule that cannot be delayed in order to ensure all programs can receive funds in a timely fashion.

Those state and local programs currently being funded with Byrne/JAG 2009 funds will be considered priority. Second priority will go for new projects for this grant cycle. Please note: This process will still remain a competitive process with eligible applicants. At this time funding amounts are not guaranteed for applicants.

The application kit and instructions are available for download on the Nebraska Crime Commission website www.ncc.state.ne.us

Estimated Amount Available:

The 2010 Byrne/JAG funds are estimated to be a little less than received in 2009 (1.8 million available for award in 2009), but no official information has been provided to support these estimates. It is very important for those who currently receive funds and have experienced cuts to clearly explain all requests in the 2010 application to insure no supplanting will take place with federal funds. Clear documentation must be provided in the written grant application to explain why funds were lost and the circumstances surrounding the items that cannot be funded. Please read the instructions for supplanting.

DUE DATE: One original and 13 copies of the required sections must be received in the Crime Commission Office no later than **5:00 p.m. CDT on April 29, 2010. NO EXCEPTIONS.** Any application received after 5:00 p.m. will be considered late and will not be eligible for consideration during the current cycle. Application and all copies must be in our office so please remember when using any mail service (snail, FedEx, UPS) that sending the application this way it will be at the applicants own risk. Faxed applications will not be accepted. **NOTE: Please be aware** that recently there have been **problems** with some grant applications arriving at the Crime Commission by the required due date when using the U.S. Postal Service and other overnight delivery services, regardless of the method sent, i.e. overnight express. It is your responsibility

to be sure the application arrives in the Crime Commission office on time. Due to time constraints and fairness, there will be NO EXCEPTIONS allowed for applications received late, regardless of the circumstances.

ELIGIBILITY

To be eligible for Byrne Justice Assistance (JAG) funding, the applicant must be one of the following:

- State agency;
- A unit of general local government (i.e. city, county, township, town, borough, parish, village, etc.)
Please Note: The city or county would be the legal applicant and recipient of grant funds on behalf of the police department, sheriff's office, and county attorney, etc. The law enforcement agency would **NOT** be the applicant.
- Indian tribe which provides its own law enforcement services.
- Private nonprofit organizations are not eligible to apply. However, a state agency or local unit of government (city, county, village, etc...) could serve as the subgrantee and enter into a contract with a nonprofit organization to carry out all or part of an approved program.

Office of Civil Rights

Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with EEOP and Civil Rights requirements. All those programs that receive the funds or are subawarded funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance.

PRIORITY FUNDING PROGRAMS

JAG funds support components of the criminal justice system that address drug and violent crime through the provision of services directly to individuals and/or communities by improving the effectiveness and efficiency of criminal justice systems, processes and procedures specifically related to drug and violent crime issues.

Because of the uncertainty with the amount of JAG funds available for **2010**, the Crime Commission designated **priority funding consideration to state and local projects currently funded with 2009 Byrne/JAG funds. New programs will receive second priority.**

Current subgrantees who are applying for continuation funds must be able to document that grant management practices have been followed appropriately in regards to grant requirements, i.e. required statistics; quarterly reports; meeting reporting deadlines; reporting expenditures; utilizing subgrant adjustments correctly; etc. Grant management and compliance to requirements will be considered in this competitive process.

State Identified Priority Program Areas:

1) Law Enforcement Programs:

Existing multi-jurisdictional task forces must have, at minimum, the following in place in order to be considered for continuation funding.

- An established and active Governing Board/Advisory Board consisting of active task force participants that are responsible for the oversight of the operation of the task force and the grant. Involvement must be outlined in a Memorandum of Understanding that is updated on an annual basis.
- A task force coordinator who oversees the daily operation of task force investigators and that continuously evaluates the effectiveness of the activities.
- Active involvement of those local, state and federal, when possible, agencies that are in the identified service area.
- Updated By-Laws or Policies and Procedures that govern the task force and have been agreed upon by the active participating task force members.
- The sharing of intelligence information among task force members and with other task forces when appropriate.
- Procedures for the use of buy money as set forth in federal guidelines. In addition, a continuous auditing effort in place with buy funds.

If sufficient amount of funds are available projects addressing gang violence will be considered. The allowable activities to address gang activity that involves illegal drug use, dealing and trafficking are:

- Operate as part of the drug and violent crime task force currently in place to be part of investigations.
- Gang enforcement which includes focus on gang structure and connection within the state or nationwide.

The requests made in the Law Enforcement purpose area must be directly linked and impact the drug and violent crime task force in the area.

2) Prosecution and Court Programs:

Prosecution and court programs that assist within the criminal justice system to address drug and violent crime offenders. Projects which improve the operational effectiveness of the court process by expanding, enhancing or implementing a new approach in the prosecution, defense and adjudication of drug and violent offenders.

3) Training of Law Enforcement and Criminal Justice Personnel

Training of law enforcement officers and criminal justice personnel is a key component in addressing the ever increasing drug and violent crime problems. The training must be directly linked to issues of drug and violent crime problems.

- 4) Justice Information Sharing, Planning, Implementation and Technology Improvements
Technology programs that are key components in addressing drug and violent crime problems. These requests must be directly linked with issues of drug and violent crime.

Funding Limitations:

As per Federal guidelines federal and match funds cannot be used for items or efforts outside of the JAG purpose areas identified for the State Formula JAG funds.

- JAG funds may not be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety.
- **Equipment:** Purchase of vehicles, vessels or aircraft will not be allowed. Funds may be used for leasing a vehicle. The vehicle must be used only in drug and violent crime enforcement activities.
- **Personnel Costs:** Payment of personnel costs shall be limited to new personnel. If existing personnel are moved into a grant funded position, the position must be back-filled. In addition, there is not a specific cap for overtime pay, but federal regulations do require that personnel compensation always be reasonable in light of the services rendered. **PLEASE NOTE:** The amount of federal and/or matching funds used to pay project personnel is to be based on the percentage of time actually devoted to the project. For more information regarding personnel see the Budget Section of the application.
- **Construction/Renovation:** Use of grant funds for construction is prohibited
- **Land Acquisition:** Land acquisition is prohibited in addition to purchasing real estate.
- **Luxury Items**
- **Indirect Costs:** The Crime Commission does not allow grant funds for indirect costs

Please Note: The federal guidelines for State Formula JAG funds received by the Nebraska Crime Commission may differ from the Direct Local JAG funds that agencies can access directly from BJA. It is important to remember these two are separate programs may and may have different requirements, guidelines and allowable costs. If your agency applies for both funding sources please take the steps needed to follow the set guidelines for each program. For more information on the Direct Local JAG funds that come directly from BJA please check this website, <http://www.ojp.usdoj.gov/BJA/grant/jag.html>

MATCH REQUIREMENT

A 25% match for the awarded Byrne/JAG funds is required. An agency's overall budget cannot decrease because of the federal funds. Other Federal funds cannot be used as a source of match. The source of match must be directly related to the JAG activities and must be financially documented in the same manner as grant funds.

Note: The amount of match required can easily be determined by dividing the requested amount by 3.

Example: \$45,000 federal JAG funds needed/requested for the project.
 \$45,000 divided by 3 equals \$15,000, which is the required match amount .
 \$45,000 + \$15,000 = \$60,000 which is the total project cost.

Existing personnel may be assigned to drug and violent crime related activities and their salaries and/or paid overtime may be used as match. However, personnel must devote the same percentage of their time to the project as the percent of matching funds used to pay their salary. **Please note:** the agency is required to backfill the position(s) of the existing personnel assigned to the project. Salaries for personnel involved in drug and violent crime related activities prior to this application cannot be used as matching funds unless this is a continuation project and the non-supplanting requirement was previously met.

Cash: Cash match may be applied from the following sources:

- (1) Funds from state and local units of government that have a binding commitment of matching funds for programs or projects.
- (2) Funds received through forfeiture.
- (3) Funds from the following:
 - Funds from the Housing and Community Development Act of 1974, 42 U.S.C. Section 5305, et seq.;
 - Funds from Appalachian Regional Development Act, 40 U.S.C. Appendix Section 214; and
 - General Revenue Sharing Act funds, 31 U.S.C. Section 6701, et.seq.
- (4) Funds contributed from private sources.

Time of Matching Funds: Expenditures of matching funds do not need to occur on a quarterly basis. However, by the end of the project period the total 25% cash match must be met.

Non-Supplanting of Funds:

The JAG guideline clearly stipulates that federal funds may not be used to supplant (replace) other existing funds. In other words, funds presently appropriated for the project may not be deliberately decreased due to additional federal funds made available through the Crime Commission.

In years past many grants experienced large cuts due to the amount of funds available and internal budget cuts. If you plan on requesting federal funds for

positions or items that were supported by different funding last year you will need to be very detailed and clear in your requests. It will be extremely important that the requests include how this position was funded, why the funding source is no longer available, if funds were only a temporary agreement (could include information from city/county board meetings if this was only a temporary use of funds for one year), and at what date the funding that is supporting the position/item will no longer be available. This information is extremely important to support your requests and will be utilized during consideration of requests. If this information is not provided the items it will be considered supplanting.

ARRA JAG Fund Recipients:

Please remember if you have already received funds through JAG ARRA for requests/items or are utilizing certain items for match to your ARRA JAG requests those items/requests CANNOT BE CARRIED OVER FOR DUPLICATED REQUESTS OR DUPLICATED AS MATCH FOR REQUESTS IN THIS APPLICATION.

COMMINGLING OF FUNDS

A clear audit trail must be maintained for **each source** of funding (federal and matching funds). Receipts, expenditures and disbursements must be separately accounted for from each source of funds.

Buy Money

The use and documentation of grant and/or matching funds for buy money **MUST** strictly follow established federal procedures. These funds will need to be continuously audited throughout the grant cycle.

Grant Commencement and Duration

Crime Commission Operating Instruction requires funded projects to be implemented and any required grant award revisions to be submitted to the Crime Commission within 30 days from the date listed on the Grant Award letter or other date specified by the grant administrator. If these requirements are not met, it shall constitute a failure to accept the grant award and the awarded funds shall be considered turn back funds. Grant periods will be for twelve months. If you are a continuous grantee, your new grant will not start until the current grant is ended. Upon special request a new and current grant can overlap by 30 days. Substantial justification must be provided for an extension or overlap of start and end date.

Grant Continuation Policy

Federal grants to Nebraska and the rule which govern their distribution are received on an annual basis. Therefore, although an effort will be made to continue the funding of projects of proven effectiveness, successful grant management and ability to abide by program guidelines each program must stand on its own merit each year. No project will be guaranteed continuation funding due to this being a competitive grant process.

Sustainability Plan

Given the limited amount of funds available and the competitive application process, there may not be sufficient funds for full funding to previous projects. To help programs plan programs requesting continuation funds are **required** to clearly state how continuation funds from various sources are utilized to assist with the ongoing success of the program.

Applicants requesting federal funds for continuation programs **are required** to have a written sustainability plan. Your plan should clearly explain the steps that will be taken by all involved agencies to achieve sustainability for all identified priorities of the project. The sustainability plan will need to be reviewed and updated every three years. The plan will need to explain the long term sustainability of the project by explaining the activities accomplished in the past. Specific activities and steps, which are planned for the upcoming year, i.e., break down in one year increments to find long term funding for the priorities of the program. For those that are new applicants that are awarded a plan must be developed and submitted to the Nebraska Crime Commission within the first 90 days of the program.

Letter of Commitment and Support

All letters of commitment and support are to be submitted as part of this application. Letters submitted separately from the application will not be considered. Letters of commitment are to be from individuals and agencies which agree or pledge something to the project. Letters of support are to be from individuals or agencies directly or indirectly impacted by the project. The letters submitted for task forces will be reviewed to see if they coincide with the active members in the task force area and include all needed law enforcement/criminal justice entities in the area.

Reporting Requirements

All federally funded programs must comply with all reporting, data collection and evaluation requirements as prescribed by the federal agency and the Nebraska Crime Commission. Compliance to the reporting requirements will be monitored.

Subgrantees awarded 2010 funds are required to report on the effectiveness of funded activities. Reporting requirements are stated in the Special Conditions of awarded grants. Please note programs or agencies receiving funds via a contract must certify to follow the special conditions and reporting requirements of the grant.

Please be aware that BJA recently released new performance measures for the JAG grant program. These are fulfilled in the Performance Measure Tool. These new requirements require development of outputs and outcomes (short-term and long-term) by each program depending on if the program is a direct or a system improvement approach.

On-Line Training

Each grantee that is a law enforcement task force will be required to take the identified training by the Bureau of Justice Assistance. The training will address key issues in a

task force. The training must be completed and all certificates will need to be submitted to the Nebraska Crime Commission 60 days after the grant starts. If awarded funds more information will be available in the special conditions.

Grant Management Training

All applicants receiving funding for Project Directors and Fiscal Officers are required to attend Grant Management Training. The date of the training will be announced in the award letter.

Application Format

- Be sure to delete the instructions within each section of the application.
- Applications are to be typewritten.
- The original copy **MUST** be stapled in the upper left hand corner **AND 2-holed punched at the top**.
- The application format and layout is to be exactly (word for word and design) as the Crime Commission's application.
- Include all letters of commitment and support with the submitted application. Letters received separately will not be considered. To save paper it is recommended the letters of support be reduced and copy two on each side of the page. Please limit letters of support to those directly affected by the project. Letters of commitment are to be from the agencies actively participating in the project.
- Applications are to be typed single spaced. Font size must be comparable in size to 12 point Times Roman or Courier
- Adhere to page limits listed for each section of the grant application.
- Budget figures are to be provided in round numbers, no cents. Please, check to be sure all budget pages are calculated correctly.
- The grant can be copied double sided.
- Number pages in the lower right hand corner
- Include the **Federal ID number** of the **applicant** on application. The applicant **MUST** be the agency that will receive, disburse and account for the grant and matching funds.
- Do not include cover letters or appendix information.
- Do not put applications in folders.
- Any Budget pages that are not relevant to the project do not need to be submitted.
- Include all required forms.
- Signature of the authorized official is required on the:
 - Budget Summary Page
 - Certified Assurances and other required forms

Note: Signature of authorized official must be a representative of the county or the city applying for the funds, such as the Mayor, Chair of the County Board or City Council. A police department, sheriff's office or county attorney's office is not an eligible applicant. State agency applications are to have the agency Director's signature.

Submit Applications to:**Mailing Address:**

Nebraska Crime Commission
P.O. Box 94946
Lincoln, NE 68509

Personal Delivery/Overnight:

Nebraska Crime Commission
5th Floor
State Office Building
301 Centennial Mall So.
Lincoln, NE 68509

Grant Application Information**Answer questions 1-16**

Question 9. Please remember grant periods will be for twelve months. If you are a continuous grantee, your new grant will not start until the current grant is ended. Upon special request a new and current grant can overlap by 30 days. Substantial justification must be provided for an extension or overlap of start and end date.

Budget Summary

Provide budget figures in round numbers, no cents. Please make sure to check all budget pages are calculated correctly and the Budget Summary page is signed by the Authorized Official.

Match Funds:

In each section where match is indicated the narrative must provide a clear and detailed breakdown of the match funds and the source of the match funds.

Budget Narratives:

In each section where funds are requested the narrative must provide a clear and **detailed breakdown** of the costs requested and match funds dedicated to this grant. In addition, detailed information will need to be provided to show no supplanting and commingling of funds within the grant application. If detailed information is not provided these items may not be considered for funding.

CATEGORY A - PERSONNEL

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultant. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

1. **Direct Salaries.** Write in the title or position of each employee who will be involved in the project, including new positions to be filled and the number of

volunteers, if applicable. If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but **do** include such information in the Budget and Project Narrative. Include in the budget narrative if the position is new or existing. If the position is existing, but is a new request it will need to be indicated how this position was being funded prior to the request. Across from each position listed, enter the annual salary of the position; percent of the time **to be devoted to the project** (2080 hrs. annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds, fringe benefits and, the total cost for the position. Each line you will enter the subtotal of the amount of funds being requested, matching funds and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use the current minimum hourly wage (cannot exceed \$9.00) times the number of hours of service to be contributed.

2. **Fringe Benefits.** All fringe benefits are to be based on the **employer's share only**. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns for each position. Each line you will need to enter the amount of fringe requested and match fringe for each position. A lump sum of fringe benefits requested and provided as match funds will not be accepted.
3. **Total Personnel Budget.** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the "Budget Summary" pages.
4. **Personnel Budget Narrative.** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The narrative **MUST** include the following for **each** position:
 - 1) Breakdown of how the cost for **each** position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for **both the requested funds and matching funds**; (including funding source for matching funds)
 - 2) Fringe benefits requested for each position;
 - 3) Explanation if each position is existing; new request for a position to fund existing position or new position for the program;
 - 4) Explanation if each position is full or part-time;
 - 5) Explanation of **how** each position is relevant to the project
 - 6) Description of the duties of **each** position. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.

Also include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.

Detailed Budget Narratives Are Required.

CATEGORY B - CONSULTANTS AND CONTRACTS

NOTE: If more than one consultant will be used for the project, please make copies of the budget sheet and complete one for each consultant.

1. **Purpose:** List the purpose for using a consultant or contractor, i.e. conduct study, facilitate support group, develop and/or present training, etc.
2. **Type of Consultant:** Check the box for the type of consultant to be used for the stated purpose.
3. **Consultant Fees:** Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour.

The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place. To breakdown the costs for the consultant please use the categories or fully explain what is all included in the \$450 per day cost. Lodging, meals and travel costs should be included in the daily rate, which would prohibit additional charges above the full daily rate.

4. Travel Expenses For The Consultant that are not considered in consultant fee:

- (a) **Mileage:** List the cost for mileage. Enter the total cost in the "total" column. Enter the amount requested and the amount, which will be provided as match. Mileage rate is .50 cents/mile.
- (b) **Air Fare:** List the cost for airfare (coach or least expensive class). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (c) **Meals:** List the cost for meals. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match. In-state meal allowance is \$41 (\$7.00/breakfast; \$11.00/lunch; \$23.00/dinner).
- (d) **Lodging:** List the cost for lodging. Enter the total cost in the "total" column. Enter the amount requested and enter the amount provided as match. In-state lodging allowance is \$70.00 plus tax per night (\$99.00 per night for Lincoln and Omaha).
- (e) **Other Costs:** List other anticipated costs associated with the consultant. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (f) For out of state meal and lodging rates go to www.gsa.gov and click on per diem rates.

Detailed explanation will need to be provided to share why these costs are not provided in the consultant fee, especially if full costs are being requested.

5. **Total Cost:** Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.

6. **Budget Narrative:** A budget narrative is required if funds are being requested and/or if match funds are being provided. The narrative MUST include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The narrative MUST include the following for **each** position:

- 1) What services and/or what product the consultant will provide
- 2) How the services, product or position relate to the project and the impact on the project
- 3) Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour=\$2,500) for JAG funds and matching funds;
- 4) Explanation if each position is existing or new;
- 5) Explanation if each position is full or part-time;
- 6) Description of the duties of **each** position funded by JAG or match dollars. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.

CATEGORY C - TRAVEL EXPENSES

NOTE: If travel expenses are needed for more than one purpose, please make a copy of the budget sheet and complete one for each purpose.

1. List travel expenses by purpose, i.e., training, conference, daily travel for job, etc. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)

2. Mark the travel as local, in-state, or out-of-state.

3. List the title of the person who will travel.

4. Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.

(a) **Mileage:** Calculate the number of miles of annual travel and multiply by .50 cents to determine the total mileage cost. Enter the total cost in the "total" column, the amount requested and the amount of the total cost provided as match.

(b) **Air Fare:** List the destination and enter the anticipated total cost of the airfare in the "total" column. Enter the amount requested and the amount provided as match. Airfare must be "coach" or least expensive class.

- (c) Meals: List the number of days meals will be paid and multiply by the allowable per diem rate. In-state meal allowance is \$7.00/ breakfast; \$11.00/lunch; \$23.00/dinner. Contact the Crime Commission for out of state rates. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
 - (d) Lodging: List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is \$70.00 per night (\$99.00 plus tax per night for Lincoln and Omaha). Contact the Crime Commission for out of state rates. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
 - (e) Other: List other expenses, such as taxi, parking, etc. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
 - (f) For out of state meal and lodging per diem go to www.gsa.gov and click on per diem rates.
5. Calculate the total cost of the travel for each purpose.

Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.

6. Budget Narrative: For each purpose complete a budget narrative stating:
- 1) Position which will travel
 - 2) Purpose of the travel
 - 3) How this travel relates and is necessary to the project.

CATEGORY D - SUPPLIES AND OPERATING EXPENSES

These items must directly impact those within the grant program.

1. **Supplies**. This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, (material which is expendable or consumed during the course of the project) and equipment items costing under \$300. These items must directly impact those within the grant program.

List items by major type (i.e. postage, forms, office supplies, training materials, etc.) along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost, which will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the

amount requested, match and total cost in the appropriate columns.

2. Operating Expenses. This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed enter the rate or unit cost. Enter the total cost in the "total" column. Enter the amount of the cost requested and enter the amount provided as match. Identify other items for which funds are requested in the "other" category.

At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.

3. Total Supplies and Operating Expense Budget.

Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Also enter those totals on the "Budget Summary" page.

Budget Narrative. For all supplies and operating expenses requested, attach a budget narrative to:

- Explain the cost breakdown of how requested and match funds were determined for supplies (i.e., envelopes, paper and other office supplies);
- Describe current operating expenses and explain why the requested expenses are needed;
- Explain how the supplies and operating expenses relate to the project.

CATEGORY F – EQUIPMENT

These items must directly impact those within the grant program.

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. (Equipment items costing under \$300.00 should be included in Supplies.)

Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

Equipment purchases must be competitively bid. At least three bids should be solicited prior to procurement. Sole source procurement of equipment must be justified and have prior written approval of the PSGAO. Vendors who develop draft specifications, requirements, and/or requests for proposals for a proposed

procurement shall not be eligible to bid on such procurement unless prior approval is granted by the PSGAO.

- 1. Program-Related** - Includes items such as communications equipment, VCR equipment, body wires, computer hardware/peripherals, etc.

The purchase of office furniture with Byrne/JAG funds is not allowable. However, purchase of computer workstation equipment is allowable.

Budget Narrative

Attach a budget narrative if funds are requested or match is provided.

- Provide a breakdown of the cost basis for each piece of equipment.
- Explain how each piece of equipment is relevant to the project.

CATEGORY G - OTHER COSTS

List each item and the total estimated cost with the breakdown by the amount requested, match and total costs in the appropriate columns.

Enter the total cost for "Other". Also enter these totals on the "Budget Summary" page.

Check grant program guidelines for allowability.

*Contact program administrator before using this section to make sure requested expenses will not "fit" in another category.

Budget Narrative

A budget narrative is required if funds are requested or if match is provided.

- Explain each item requested;
- Provide a breakdown of how the cost for each item was determined;

Provide an explanation of how each item is relevant to the project.

Problem Statement and Description of the Problem:

Provide your problem statement and a description of the problem that explains the impact of the problem and identify the factors that contribute to and/or cause the problem. Utilizing specific area statistics in this section to help support the identified factors is suggested.

The description of the problem is a brief overview describing all aspects of the problem the Byrne/JAG grant intends to address. Certain specific criteria that can be included in the problem statement are its nature, magnitude, severity, rate of change, persons/entities affected and geographic scope. The problem statement should make plain the overall problem to be addressed by the project.

The description of the problem should be in narrative form and may include, but not necessarily be limited to, the following:

- a description of the geographic of the areas (s) affected;

- documentation of the problem (statistical data);
- a description of the factors contributing to the problem and how they contribute to the problem;
- what or who the problem affects;
- under what circumstances the problem occurs;
- other efforts presently being made to assist in alleviating the problem (existing programs or services);
- An explanation of how the project will work and address the problem.

Where appropriate, the problem statement should include appropriate statistics, which document the problem (i.e. arrest rates, conviction rates, probation rates, incarceration rates, number of individuals receiving treatment, etc.). Demonstrate rates of increase or decrease in the problem by showing the percentage of change for a period covering at least two or more years. Document percentages of change with actual numbers (i.e., from 1990 to 1991, drug arrests increased 100%; 1991 - 100 arrests; 1992 - 200 arrests).

Statistical Documentation of the Problem:

Provide relevant statistics from the same time period (January – December) for a 3 year period, which documents the problem stated in the description of the problem. Statistics should be presented in a readable table format. Site the source of all data. For continuation projects, program data should be included.

You will only need to complete the Statistical Table(s) for your specific program requests. So if your requests only reflect activities within a task force you will need to complete that table only. If you have various requests that carry over in more than one table you must complete those tables. For example, if you are a task force that has added in requests to pay for specific drug and violent crime prosecutor you will need to complete the task force specific and prosecutor specific tables.

THE TABLES YOU DO NOT USE IN THE STATISTICAL DOCUMENTATION SECTION PLEASE **DELETE FROM YOUR APPLICATION.**

NOTE: Percentages alone are not acceptable. Also provide a brief explanation of the statistics provided. For continuation projects, program data should be included. Site the source of all data

Current Efforts:

Explain the current efforts taking place in addressing the state problems.

Project Operation:

Clearly explain in detail how your proposed project will operate from beginning to end. Please make sure this section clearly addresses all problems identified and reflects the requests of the grant. It is important to remember to provide information on how your

grant will support the steps that will be taken to address the problem(s) identified.

Activities and Timetable:

Provide a timeline for major program activities for reoccurring activities and those that are specific to a quarter. Be sure to identify, by position or agency, which will be responsible for each listed activity. Make sure the activities are reflective of the Project Operation and requests made in the grant.

Sustainability:

Please take the time to describe the plan for long term sustainability of the project. The three specific activities should tie into what is reported in the submitted Sustainability Plan that was developed by your program. You can share where the program is at currently in the plan. Updated information must be included in this section to support the proactive approach by the program.

Continuation Information:

Please address all topics listed as thoroughly as possible.

Letters of Commitment and Support

Be sure to attach current letters of commitment and support to your application. Letters sent separately will not be considered as part of the grant application.

Required forms

The required forms must be signed by the authorized official.